

# **DRAFT – Version 11/01/2010**

## **Water Plan State Agency Steering Committee**

### **GROUP CHARTER**

#### ***Section 1 – Mission, Activities, Importance, Methodology***

##### **Mission:**

The State Agency Steering Committee, represents the executive branch of state government via agencies, boards, departments and commissions with a statutory and/or policy nexus to the California Water Plan (CWP), will guide development of *CWP Update 2013* by building on *CWP Update 2009*, and as informed by the engagement of stakeholders through the Water Plan Advisory Committee, Regional Caucuses, Workshops & Forums, the Statewide Water Analysis Network, Federal Agency, and Tribal Advisory Committee, among others.

##### **Goals**

*CWP Update 2013* (Update 2013) will emphasize two major initiatives articulated in the 2009 Update: (1) integrated regional water management; and (2) improved statewide water and flood management systems. It will also build from the 6 strategic goals, 10 guiding principles and 13 objectives documented in *Update 2009*. Based on this foundation, Update 2013 aims to advance stakeholder comprehension and consensus regarding water conditions, issues and trade-offs of alternatives for achieving desired resource management benefits.

##### **Objectives**

1. Update relevant sections of *Update 2009* and advance implementation recommendations.
2. Produce a long term strategic plan that is defensible as well as consistent with other federal, state and regional initiatives and supported by stakeholders
3. Establish a short term investment and policy guide relevant with action-ready guidance regarding urgent resource management needs and support for local planning processes
4. Ensure Update 2013 data has the continuity and quality to inform policy and investment decisions, track progress and support adaptive planning and management
5. Clearly articulate, including accountability tracking methodologies, roles of responsible parties.

The expected benefits of accomplishing these Update 2013 State Agency Steering Committee objectives include the avoidance or minimization of social, economic and environmental impacts from deficiencies in water supply reliability and/or flood risk. They will also support strategic investment that yields resilient and scalable solutions consistent with resource management vision and objectives. Lastly, they will reduce future uncertainties surrounding water and resource management, conditions and effectiveness of potential solutions.

## **Importance:**

The Water Plan Update 2009 calls for comprehensive and integrated regional management of California's water resources. The Update 2013 is being used to define, outline and advance State government's leadership and role in the water community. In order to promote the CWP framework, recommendations, and strategies, the State seeks to incorporate regional and system-wide, multi-objective water issues, initiatives, and information in Update 2013.

The Water Plan State Agency Steering Committee (SASC), comprised of representatives from 27 State government agencies, is a central feature of the process to guide *Water Plan Updates*. The SASC collaborates to develop a more comprehensive CWP Update that strategically integrates California's water supply, water use efficiency, water quality, flood planning, and environmental stewardship, as well as respective agency missions and goals.

## **Methodology**

To achieve success, Update 2013 must be closely aligned with all relevant existing and emerging planning efforts. The following list reflects a number of key existing efforts that the Water Plan process will coordinate with in terms of data, policy and/or stakeholder engagement.

- Future legislation
- Companion State and Federal Plans
- Statewide and Regional Integrated Water Management Planning
- Statewide and Regional Integrated Flood Planning
- Drought Contingency Planning
- Climate Change Adaptation Planning
- Delta Stewardship Council, Delta Plan and Suisun Marsh Plan
- Central Valley Flood Management Planning
- Water GO bonds
- Agricultural and Urban Water Management Plans

## ***Section 2 – Membership and Project Roles***

### **Membership:**

Executive Sponsors: Mark Cowin, Dale Hoffman-Floerke, Department of Water Resources (DWR)

State Agency Steering Committee Chair: Kamyar Guivetchi, DWR

## State Agency Steering Committee Members:

### **Agency:**

- |  |  |
|--|--|
| 1. Air Resources Board                       | 15. Forestry & Fire Protection (CALFIRE)       |
| 2. Boating & Waterways                       | 16. Governor's Office of Planning and Research |
| 3. Business, Transportation & Housing Agency | 17. Housing and Community Development          |
| 4. Department of Transportation (CALTrans)   | 18. Native American Heritage Commission        |
| 5. Cal/Environmental Protection Agency       | 19. Natural Resources Agency                   |
| 6. Delta Stewardship Council                 | 20. Ocean Protection Council                   |
| 7. California Emergency Management Agency    | 21. Parks & Recreation                         |
| 8. California Energy Commission              | 22. Public Health                              |
| 9. California Public Utilities Commission    | 23. State Lands Commission                     |
| 10. Coastal Commission                       | 24. State Water Resources Control Board        |
| 11. Conservation                             | 25. Sierra Nevada Conservancy                  |
| 12. Fish & Game                              | 26. Toxic Substances Control                   |
| 13. Food & Agriculture (Board of)            | 27. Water Resources (DWR)                      |
| 14. Food & Agriculture (Dept.)               |  |

### **Agency Representatives:**

Program Manager: Paul Massera, DWR

Project Manager: Lewis Moeller, DWR

Facilitation Team: Lisa Beutler, Executive Facilitator (MWH) and Center for Collaborative Policy, Sacramento State (CCP)

Key Project Staff: The Project Team consists of inter-disciplinary staffs from DWR's Strategic Water Planning and four Region Offices, and staffs from other DWR divisions and other agencies as needed. The Project Team includes the Facilitation Team to manage the public process and assist interaction among the different groups.

### **Membership Requirements:**

Committee members represent agencies that manage water related resources at a multi-hydrologic region scale. The SASC is charged with informing statewide policy, and members

need sufficient authority to represent their agencies and allocate staff and resources to Water Plan activities as appropriate. Attendance is important to the continuity of the group.

### **Substitutes:**

Alternates and substitutes may be permitted on a case by case basis in consultation with the Chair, Project Manager and Facilitator. In general members should make every attempt to attend in person.

### **Project Roles and Responsibilities:**

Executive Sponsor ensures adequate resourcing and organizational support for the Update 2013 process.

Chair provides general direction and oversight related to the work of State Agency Steering Committee.

Program Manager oversees overall efforts of the Update 2013 Project and Work Teams.

Project Manager oversees specific efforts to produce content for Update 2013.

Project Team is the full component of personnel producing the Water Plan Update. It is comprised of DWR and other agency staff. It is an interdisciplinary team that draws upon the wide range of scientific, technical, and administrative skills within DWR and partnering State and federal agencies. The role of the team is to bring well considered staff work and recommendations forward to the advisory bodies.

Work Teams consist of topic-specific subject matter experts from DWR and other agencies, including DWR Region Offices, as well as facilitators. The Work Team Leads will convene as a group on a regular basis to plan and manage specific work assignments and/or conduct intense work on single subjects.

Regional Leads are liaisons from DWR and other agencies within the various regional outreach areas. The DWR Regional Coordinators assist in tracking related efforts as well as local issues.

Facilitation Team provides neutral, third party leadership to the dialogue process as well as meeting management.

State Agency Steering Committee Planning Sessions will be convened to provide guidance to the Water Plan Staff on development of agenda items for the State Agency Steering and Public Advisory Committee. All SASC members will be invited to participate in these sessions as interest and time permits. Meeting notices will outline the specific topics of each session.

Volunteers from the SASC will be sought to serve as standing members of the planning group to ensure continuity of work.

**Leadership** – The State Agency Steering Committee is part of the Water Plan leadership. Leadership responsibilities include facilitating agency participation in the Project Team, Work Teams, Communication Team, and Regional Leads, serving as active participants in the public Advisory Committee and Plenary process, and providing active leadership for regional engagement and the State Water Analysis Network. Additional activities involving the Advisory Committee and other bodies include thoughtful listening to stakeholder issues and ideas, serving as presenters for appropriate topics, and participating in various discussions at the stakeholder meetings.

### **Other Related Water Plan Update Groups:**

**PUBLIC ADVISORY COMMITTEE:** The public Advisory Committee (public AC) is mandated in Water Code. This consensus-seeking group, comprised of a cross-section of diverse CWP stakeholders, is charged with providing advice to the State of California as it prepares Water Plan updates. PAC meetings are open to the public.

**TRIBAL ADVISORY COMMITTEE:** A Tribal Advisory Committee (TAC) composed of designated liaisons of Tribes and Tribal Organizations will provide input on Tribal perspectives related the Water Plan Update. Tribal members will be invited to attend meetings of the State Agency Steering Committee and Public Advisory Committee as relevant. The TAC will also recommend representatives to serve on the Advisory Committee. Tribal meetings are open to the public.

**ALUMNI:** Alumni are members of the Water Plan 2005 and 2009 Advisory Committees. The Alumni may receive occasional briefings and some focused outreach, as appropriate, in support of developing Update 2013.

**TOPIC-BASED CAUCUSES:** A caucus structure, composed of public AC, Tribal AC, SASC and other appointed members, provides a forum for more in-depth discussion on core water topics and interests. This structure will mirror the designated interests on the PAC. Caucus meetings are open to the public

**FEDERAL AGENCY NETWORK:** A Federal Agency Network (FAN) will engage related Federal Agencies in key Water Plan issues and initiatives. FAN members will be invited to attend meetings of the State Agency Steering Committee and public and Tribal Advisory Committees as relevant to their water policy role. The California Biodiversity Council will assist in maintaining interactions with the Federal Agencies.

**REGIONAL FORUMS:** Regional Forums, composed of pAC, tAC, SASC agencies and other appointed members, will encourage place-based water interests to work closely with the SASC, pAC, and tAC and provide a structure for information exchange. DWR will support

numerous regional efforts to inform Update 2013 about communities of place and regional water issues and management strategies. Regional forum representatives will be invited to statewide events to discuss integration of state and regional issues, per the Project Management Plan. Regional Forum Meetings are open to the public.

**STATEWIDE WATER ANALYSIS NETWORK:** Statewide Water Analysis Network (SWAN) will review and recommend analytical tools, data, and information exchange methods needed for the next Water Plan Update to evaluate future scenarios, current agricultural and urban water uses and supplies, climate change impacts and responses, energy-water relationships, environmental water concepts and needs, future supplies and demands, and statewide water data needs and assumptions. SWAN meetings are open to the public.

## **Other**

Public outreach will be achieved by using a variety of communication means and involving all those participating in the Water Plan process. Within the multidisciplinary Project Team, the Facilitation Team will develop and implement a communications plan and tools. Information will be made available on the Water Plan Web Portal, Water Plan eNews electronic newsletter, at publicly noticed meetings and workshops, and through e-mail announcements.

## ***Section 3 – Amendments, Decision Making, Rules***

### **Amendments:**

The State Agency Steering Committee (SASC) may amend the charter in consultation with the Sponsors.

### **Decision Making:**

The SASC will operate as a consensus seeking body that provides advice to the project sponsors. In the event consensus is not reached on any particular topic, the range of perspectives will be recorded and forwarded to the project sponsors for resolution. Final resolution of issues may involve additional interagency consultations.

### **Public Website**

DWR will maintain a State Agency Steering Committee (SASC) webpage accessible to the public. The webpage will contain the name and agency of the members, the SASC charter, and SASC products for public use (e.g., “press release”).

### **Confidentiality:**

Unfinished business is not public business. Outcomes and deliberations of the SASC meetings are staff working products. Release of products from the group to those outside of it will be

treated as such unless specifically agreed to by the group. For example, members may wish to consult with staff on key issues. This is a working staff consultation. At other times, members may wish to discuss topics of the group in broader public forums. The work of the State Agency Steering Committee should not be the subject of a public forum unless the SASC agrees to it. However, an individual agency may consult with the broader public on any subject it finds appropriate. The restriction is to not refer to the presentation as an SASC product unless the full SASC has affirmed.

### **Standing Meeting Ground Rules:**

- **Use Common Conversational Courtesy**

Don't interrupt; use appropriate language, no third party discussions, etc.

- **Humor Is Welcome and Important, but** humor should never be at someone else's expense.

- **All Ideas and Points Have Value**

You may hear something you do not agree with. Please remember that the purpose of the forum is to share ideas. All ideas have value in this setting. You are not required to defend or promote your perspective, but you are asked to share it. If you believe another approach is better, offer it as a constructive alternative. Be cautious of ascribing motives to others.

- **Electronics Courtesy**

Most of the participants have demanding responsibilities outside of the meeting room. We ask for your attention during the full meeting. Please turn cell phones, or any other communication item with an on/off switch to "silent." If you do not believe you will be able to participate fully during a meeting, please discuss your situation with one of the facilitators.

- **Be Comfortable**

Please help yourself to refreshments or take personal breaks. If you have other needs please let a facilitator know.

- **Spelling Doesn't Count**

Research indicates that writing on a vertical surface (like blackboards or flipcharts) actually increases the number of spelling errors.

- **Honor Time**

We have an ambitious agenda, in order to meet our goals it will be important to follow the time guidelines given by the facilitator.

### ***\*Section 6 – Project Time-Frame***

### **General Timelines**

The Water Code requires completing Final Water Plan Updates every five years in years ending in three (3) and eight (8), with the next Water Plan Update due in 2013. A legislatively mandated Assumptions and Estimates (A&E) Report is required one year prior to the Update release. In this cycle the A&E Report is due in 2012.

#### *Section 4 – Schedule*

<b>Major High-Level Update 2013 Content Milestones</b>	<b>Tentative Date (EOM)</b>
Finalize Update 2013 State Agency Steering Committee Charter	June 2010
Complete Project Management Plan	Sept. 2010
Revise Project Management Plan per new administration	Feb 2011
Prepare Draft Assumptions and Estimates Report	Feb. 2012
Release Assumptions and Estimates Report	April 2012
Publish CA Water Management Progress Report	Jan. 2013
Release Public Review Draft	April 2013
Prepare water portfolios through water year 2010	Aug. 2013
Finalize Resource Management Strategies reports	Aug. 2013
Complete Regional Reports	Aug. 2013
Route Administrative Draft for Executive Review	Oct. 2013
Release of Final CWP Update 2013 on internet	Dec 2013
Distribute printed copies of Update 2013	Mar. 2014

#### **Meeting Schedule**

The SASC will be encouraged to participate in all activities of the Water Plan as appropriate to each agency's mission. During the course of the project (2010-2013) following is a general overview of activity.

#### *Add Calendar Insert*